

TEWKSBURY HOUSING AUTHORITY
REGULAR MEETING
September 8, 2014

MEETING OPENED: 4:15 pm

PRESENT: Louise A. Gearty, Chairman; John Deputat, Vice Chairman;
Marc DiFruscia, Treasurer; Robert Demers, State Appointee;
Melissa Maniscalco, Executive Director

ABSENT: Linda Brabant, Asst. Treasurer

1. Motion by Bob Demers, seconded by John Deputat, to approve the minutes of August 11, 2014 as presented. **Upon roll-call the motion passed by a vote of 3-0.**
2. Motion by John Deputat, seconded by Bob Demers, **unanimously voted to authorize and approve bills for September 2014.**

a) The Executive Director reviewed with the board the Budget Comparatives received by the authority's fee accountant, Richard Conlon, for the period 1/1/14 to 7/31/14. She explained that MA139 is currently over budget for contract costs. This is due to unit turn over. We are keeping an eye on that line item.

b) DHCD released notices 2014-04-September and 2014-12- follow up, 2014-15 & 2014-16. Notice 2014-04-September is about the preventative maintenance monthly reminders. The reminders were passed out by the director to all maintenance personnel. 2014-12-follow up is a notice about DHCD's Facility Condition and Accessibility Assessment for State Aided Housing. DHCD has hired an assessment consultant to go out to housing authorities and assess all handicapped assessable units and 10% of units at each state development. The consultants will be contacting housing authorities between September and December. 2014-15 is a notice which shows the revised net income limits for state aided housing. The limits went down slightly from the previous limits. The new limits are effective beginning August 9, 2014. Tewksbury falls under the Lowell area HMFA. The new limits are as follows; 1 person \$44,750, 2 person \$51,150, 3 person \$57,550, 4 person \$63,900, 5 person \$69,050, 6 person \$74,150, 7 person \$79,250 & 8 person \$84,350. 2014-16 is a notice about cyber security and computer upgrade initiative. The authority is eligible for up to \$5,000 to upgrade the current hardware, software, malware, web page creation, physical security and also for reviewing and updating the housings security policy and practices. The director is going to contact Team Logic IT which is currently who the housing uses for IT security and see what options are available.

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3. Motion by John Deputat, seconded by Bob Demers to approve DHCD's revised net income limits across the board for the Lowell area HMFA for state aided housing effective August 9, 2014. **Upon roll-call the motion passed by a vote of 3-0.**

c) The Director presented the MassNAHRO Newsletter for September. The newsletter had a list of some of the new regulations and guidelines where housing authority input is mandated. It is expected that these new rules and regulations will take some time to develop successfully. The next step is to get the funding needed to pay for the mandates in the new law.

d) The director informed the board of unit vacancies. 4 & 31 DD are vacant. They are both expected to be leased up by October. 48 CD, 1, 5 & 59 SC are all vacant. Units 1 & 59 SC will be leased up by the end of September. The tenants in 48CD and 5 SC just moved out and Elaine is working on lining up new tenants for those units. There are no other vacancies at this time.

e) The Villa at Meadowview (202 project) Grand Opening is going to be on September 17, 2014 from 10:30-noon. Landmark Structures, the developer, is continuing to address call back items. It is expected that most, if not all, of the call back items will be completed by the open house.

f) HUD issued a notice stating that the admin fee for the Housing Choice Voucher Program will be increasing from 75% to approximately 79%. For July- September the differential between the 75% original fee proration and the estimated 79% fee proration will be assigned once the department receives final allotments. Admin Fees associated with portability billings will use the 79% proration beginning July 2014.

4. Motion by John Deputat, seconded by Bob Demers to approve the new proration up to 79% as determined by HUD. **Upon roll-call the motion passed by a vote of 3-0.**

Marc DiFruscia entered the meeting.

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g) The Carnation Dr. hall renovations are complete. There is a minor issue with two floor tiles lifting up in the laundry room. This will be repaired and treated under the 1 yr. warranty. The architect, Neh Koo Dah, has submitted the Certificate of Substantial Completion, no cost change order for a 239 day time extension and the Certificate of Final Completion for the boards review and approval.

5. Motion by John Deputat, seconded by Bob Demers to approve the Certificate of Substantial Completion as presented by Neh Koo Dah. **Upon roll-call the motion passed by a vote of 4-0.**

6. Motion by John Deputat, seconded by Bob Demers to approve the no cost time extension of 239 days as presented by Neh Koo Dah. **Upon roll-call the motion passed by a vote of 4-0.**

7. Motion by John Deputat, seconded by Bob Demers to approve the Certificate of Final Completion as presented by Neh Koo Dah. **Upon roll-call the motion passed by a vote of 4-0.**

h) The Pondview Lane Siding Project has reached substantial completion. There is a list of punch list items for each building that will be addressed by Homer Contracting. Homer Contracting has also requested a change order in the amount of \$7,930.00 for additional work for installation of additional PVC trim at Unit 7 as well as at the base at all buildings, plus a no cost time extension of 30 days due to weather delays. The architect, Nilsson & Siden has also submitted the Certificate of Substantial Completion for board review and approval.

8. Motion by John Deputat, seconded by Bob Demers to approve Change Order #1 as presented by Nilsson & Siden for the amount of \$7,930.00 . This includes a no cost time extension of 30 days. **Upon roll-call the motion passed by a vote of 4-0.**

9. Motion by John Deputat, seconded by Bob Demers to approve the Certificate of Substantial Completion as presented by Nilsson & Siden. **Upon roll-call the motion passed by a vote of 4-0.**

i) The Saunders Circle roof project is now complete. The architect, Antonio Gomes, has submitted the Certificate of Substantial completion, Change order #1 in the amount of \$10,990.00 for additional work needed for the installation of gutters and down spouts, aluminum trim and plywood on the second floor roofs and the Certificate of Final Completion.

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10. Motion by John Deputat, seconded by Bob Demers to approve the Certificate of Substantial Completion as presented by Antonio Gomes. **Upon roll-call the motion passed by a vote of 4-0.**
11. Motion by John Deputat, seconded by Bob Demers to approve Change Order # 1 in the amount of \$10, 990.00 for the installation of gutters and down spouts, aluminum trim and plywood on the second floor roofs as presented by Antonio Gomes **Upon roll-call the motion passed by a vote of 4-0.**
12. Motion by John Deputat, seconded by Bob Demers to approve the Certificate of Final Completion as presented by Antonio Gomes. **Upon roll-call the motion passed by a vote of 4-0.**
- j) The director informed the board that Village Green Residential, LLC, the owner of Village Green Apartments is selling the property. The attorney for the owner, Rackemann, Sawyer & Brewster sent a request for consent to the housing authority to sign. This is needed because the THA and Village Green are currently in a ten year contract for 12 Project Based units in the complex. The authority will be notified of a closing date once it is available.
13. Motion by John Deputat, seconded by Bob Demers to approve the request for consent to the sale of Village Green Apartments. **Upon roll-call the motion passed by a vote of 4-0.**
- k) At the request of the board, the director proposed a bed bug policy for the housing authority. This policy will hold tenants accountable for bed bug activity in their units. It will also outline both the housing authority's and the tenants responsibility when dealing with bed bug treatment and prevention.
14. Motion by John Deputat, seconded by Marc DiFruscia to approve the bed bug policy for the housing authority. **Upon roll-call the motion passed by a vote of 4-0.**
- l) The director presented a revision for CFP 2014. The original CFP had \$49,878.00 placed into operations and \$900.00 placed into Admin for a total grant of \$50,778.00. The director found out after speaking with the HUD rep that if the grant was being used for Operations then there would be no need to place any funds into admin. 100% of the grant should be placed into Operations.
15. Motion made by Bob Demers, seconded by Marc DiFruscia to place 100% of the CFP 2014 grant money into Operations for a total of \$50,778.00. **Upon roll-call the motion passed by a vote of 4-0.**

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16. A motion was made by John Deputat, seconded by Marc DiFruscia to adjourn the meeting. **Upon Roll-call the motion passed by a vote of 4-0.**

Meeting adjourned 5:30 P.M.

Minutes Approved on 9/8/14